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Approved For Release 2004/05/05 : CIA-RDP55-00037A000100040078-8

16 July 1953

WEEKLY ACTIVITY REPORT

A. PROGRESS REPORT -- OLD PROJECTS

1. Instructor Training Course

a. A course of study designed to provide training for TR(S) instructors only has been approved by the DD/TR(S). The course will be considered as a first phase of instructor training with a second phase consisting of an on-the-job training period and a third phase involving continual supervision of the instructional methods of the students of the course. Details of the course are under preparation with a target date of 15 September. Initial discussions were held with Chief, A&E Staff on its participation in the course. Partial requirements for TR(S) participation have been forwarded to DD/TR(S).

2. Mobile Audio-Visual Aids Device

a. The device was demonstrated recently. The comments of those who attended the demonstration will be collected for incorporation in the specifications of the second prototype.

b. A requirement will be placed on TSS to develop a second prototype embodying certain technical modifications.

3. Project OSS Film Footage

a. All negative and positive material has been sorted from the Library of Congress collection and is being catalogued and previewed. Scanner results to date show little of value in the footage for training purposes. Useless footage is forwarded to GR/OCD.

4. Motion Picture Film

a. Modifications in the request for project approval due to changes in Department of Defense regulations are being prepared for presentation to the PRC.

b. Scripts for first series have received approval of DD/TR(S) with slight modification.

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5. Support []
- a. Film [] - 2 outstanding loan films and 7 outstanding retention films.
 - b. Graphic Aids - 3 charts requested, 1 chart 30% completed. Certain military aids requested.
 - c. Maps and charts - Hydrographic and foreign map symbol data requested.
 - d. Editorial and Reproduction - No new requirements.
 - e. Library Services (1) The OTR Library has compiled:
 - (a) List of unclassified periodicals for recreational reading.
 - (b) List of reference books for library.
 - (c) List of classified documents to be sent to site for retention.
 - (d) List of fifteen books for recreational reading. Fifteen additional books will be added to this list each month. Accessions to recreational reading collection will be modified as use indicates.
 - f. ~~is~~ A bibliography covering all maritime activities is under preparation.

6. War Plans Staff Officers Course

- a. The request for the reproduction of basic materials for a War Plans Staff Officers Course has been renewed by the instructor. No date for completion of the request has been set by the requestor. Cutting of all stencils except for 8 has been completed.

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7. [] Syllabus

- a. A complete draft of [] a syllabus for a proposed 25X1 training course, has been received from the instructor. Editorial review has been completed. Six sections remain to be typed and reproduced.

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8. Display for [] Museum

- a. Four layouts plus miscellaneous rough sketches, have been submitted to Sabotage and Demolitions Staff for approval and subsequent use in the [] Museum. Instructor approval for 3 of the layouts has been received.

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9. Translation of Basic Agent Tradecraft Manual []

- a. The manual has been forwarded to FDD. Translation will be in written copy. Seven chapters have been received from FDD and forwarded to the instructor for review. A French character typewriter has been procured and stencils for reproduction are started.

10. The Red Interpreter

- a. After a conference with the Reproduction Division this glossary has been forwarded to the DD/TR(S) together with a reproduction estimate and a request for approval for expenditure of the funds for this purpose.

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11. Filmagraph Production for BIS(I)

- a. The preparation of the film strip is being handled as a preliminary study for the visual content of the filmagraph. All script and art work has been completed. Has been forwarded to Reproduction Division for strip printing.
- b. Utilizing film strip sketches, lecture notes and other miscellaneous prepared materials relative to the lecture, a discussion was held with the script writer to develop the audio content of the filmagraph.
- c. In order to facilitate competent production and animation techniques in connection with above production, it may be necessary to include certain members of the GAS Staff in a course of training dealing with cartoons, cartooning, animation techniques and animation productions.

12. Instructional booklet, Your Career for Clerical Refresher Course TR(G)

- a. Drawings, text and final page layouts completed. Booklet to be forwarded during the week for reproduction.

13. General Traffic Posters for the Clerical Training Courses TR(G)

- a. Layouts for 6 posters have been approved by the instructor with 100% of the art work completed. Final text has been received from the instructor. Four posters have been completed.

14. Bibliography of Communist Armed Forces

- a. Two hundred fifty copies to be reproduced and bound in pressboard folders by 1 August. Multilith mats have been typed and forwarded to the Reproduction Division.

15. Educational Exhibit for BIS(I)

- a. The Graphic Aids [] will prepare floor plans and drawings which are to be submitted to GSA (Carpenter Shop) for consideration as a work project. Planning will begin on the initial single exhibit, as per request by Mr. [] in anticipation of approval of exhibit area construction by the Carpenter Shop. Comments were made concerning other potential exhibits for area; no definite conclusion was reached; no date of completion was mentioned, other than the fall of 1953.

B. ITEMS OF CURRENT INTEREST

1. The OTR Map Training Officer has been invited to submit comments on a briefing manual entitled, Selected Photographs for Engineer Intelligence, as to its value as a training manual to OTR.

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2. Mrs. [] Library has spent two days with the Library Services [] and in certain sections of OCD to further her development in the library field.

C. NEW PROJECTS DURING THE WEEK

1. Film Production FS-1003. A request for the collation and editing of film footage on the subject of order of battle for its use in the Order of Battle Course has been approved by the DD/TR(S). A list of 41 films are to be reviewed for that purpose and have been submitted to GR/OCD for loans.

2. Blackboard Training Aids for Administration Course. A request for 4 large blackboard training aids consisting of standard form outlines for use in the Administration Course/TR(S) has been received and it is estimated that it will be completed by 3 August.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. The procedural plan for the production of training films has been submitted to the Chief, A&E Staff, script writer, and the Motion Picture Director for concurrence.

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2. A draft for a [] regulation covering the procurement of training materials for use in field stations has been coordinated with the Senior Staff Training Officers and TR(S). It will be presented to the TLO meeting on 16 July for further coordination.

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Chief, Training Aids Branch

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